

## Enrollment Checklist

### Read the following carefully:

Incomplete forms are not accepted. Please make sure ALL items are checked off of your list.  
Forms must be submitted in person. We will not accept forms via mail, fax or email  
We do not request records from third parties, you must submit all required documents

- € Preference Form (obtained from our office or printed on **legal** size paper)
- € Student's original birth certificate
- € Student's original report card (K-5) or transcript (6-12) for current school year
- € Parent/Legal Guardian original, valid governmental picture identification card (i.e. CA ID or DL)
- € Declaration of residency (must be residing in Berkeley when submitting enrollment documents)
- € Proofs of Berkeley residency (must submit **three proofs, one from each of the groups** listed below)  
All Proofs must be current originals (issued within the last 2 months) imprinted with the name and current Berkeley residential address of the parent/legal guardian. A student can have only one residence for purposes of establishing residency.

Only personal accounts will be accepted (No care of, DBA or Business accounts).

#### Group A: Must provide all pages

- Rental property contract or lease, **and proof of** payment dated within 45 days
- Renter's or homeowner's insurance policy for the current year (no bill)
- Current property tax statement or property deed

#### Group B: Utility bill: (must provide entire bill)

- PG&E
- Landline phone (non-cellular)
- EBMUD
- Internet
- Cable

#### Group C: Must provide all pages, cannot be bill

- Current bank statement (checking or savings only)
- Action letter from Alameda County Social Services Department
- Recent paycheck stub or letter from employer on **official** company letterhead
- Both valid automobile registration **and** valid automobile insurance
- Voter registration for the most recent past or upcoming election

All documents on this list are required at the time of enrollment. Please contact us if you have any questions or concerns prior to coming in. You can call 510-644-6504 or email admissions@berkeley.net